

## **CITY OF BURBANK**

### **SUPERVISING CLERK**

#### **DEFINITION**

Under direction, to perform a variety of difficult and complex clerical work; to supervise other clerical personnel; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Supervises, trains, and evaluates employees; plans, schedules, and assigns the work of a unit of clerical employees; prepares material for typing, using independent judgment and initiative; types a variety of materials of considerable complexity; reviews and edits own materials and the work of others for clarity, correct spelling, punctuation and grammar, proper form and completeness; oversees the maintenance of complex filing systems; assists the public with technical questions, explaining difficult procedures and interpreting regulations; reviews documents for accuracy, including invoices, purchase orders, payroll and personnel materials; schedules invoices for payment and assures that they are processed; receives money; prepares and issues receipts; approves or makes emergency purchases; oversees maintenance of supply inventory; operates a computer terminal to enter, modify or retrieve data; operates calculator, word processor or other office equipment; may occasionally assist Police in the booking, searching, and transporting of prisoners.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of -modern office methods, procedures and equipment; English usage, spelling, grammar and punctuation; basic arithmetic; municipal organizations.
- Ability to - organize and maintain record keeping systems; operate a variety of office equipment, including calculator, word processor, and computer terminal; understand and explain a wide variety of technical procedures and policies; plan and direct the work of others; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Three years of recent experience in responsible clerical work and high school graduation or equivalent. Ability to type accurately from clear copy at a speed of 45 net words per minute.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.